

FAQs

(Incentive for 24/7 Facility Staffing)

1. How will I know if I'm eligible for one of the current staff retention incentives?

Anyone who reports to a 24/7 facility, working in a correctional environment, responsible for inmate oversight and required to report daily to facility/inmate operations is eligible for one of the following:

- *If you are in the Correctional Officer series I-IV, CSTS I-III and CSLTS I-III; or you are redeployed on a long-term (12 shifts worked from September 21, 2022 - May 31, 2023) mandatory modified or volunteer assignment to housing/security, you are eligible to receive \$4,000.*
- *All other current staff assigned to and reporting to a 24/7 facility are eligible to receive \$1,000.*

2. Are all of the incentives paid out in installments?

Yes, all incentives are paid out in installments. See below for additional information:

- *New Hire Incentive: Will be paid ½ at the successful completion of 3 months and ½ at the successful completion of six months.*
- *New Employee Relocation Incentive: Will be paid after one month of service.*
- *Referral Incentive: Will be paid ½ after the new employee's successful completion of CTA, and ½ after the new employee's successful 6 months of service.*
- *Retention Incentive: Half will be paid on the October 2022 paycheck; a quarter paid on the January 2023 paycheck; and a quarter on the April 2023 paycheck.*
- *Redeployed staff who have completed 12 shifts by January 15, 2023 will receive installments on their January 2023 paycheck and their April 2023 paychecks. All other installments will depend on when the 12th shift is completed and payroll processing dates. All shifts must be completed no later than May 31, 2023.*

Staff must be employed the entire month to receive an installment.

3. How will Payroll know if I'm eligible for the redeployed staff incentive?

Appointing authorities will track redeployed staff and notify Payroll and OHR.

4. Why aren't staff at HQ, CTA or Parole Offices getting the retention incentive?

Anyone who reports to a 24/7 facility, working in a correctional environment, responsible for inmate oversight and required to report daily to facility/inmate operations is eligible for at least the \$1k - this includes clinical, administrative support, case managers,

investigators and parole officers assigned to facilities that are required to report on a daily basis, which includes CI staff on normal schedules, working with inmates.

5. If I don't report to a 24/7 facility, am I eligible for any incentives?

Yes! An Employee not reporting to a 24/7 facility has an opportunity to earn a referral incentive as well as a retention incentive. Here's how:

- *Most employees are eligible for the referral bonus of \$2,000 if you refer a new employee for one of the following positions in a 24/7 facility: Correctional Support Trades Supervisor I, Correctional Officer I, State Teacher I or Clinical professional. **Note** - Be sure the person you refer includes your name on their application. (see details on the DOCNet homepage under "Incentive Plan Combined for 24/7 Facility Staffing")*
 - *Don't forget...the referral bonus is only available to the first 500 referrals hired...but there is no limit to the number of referrals you can make!*
- *Volunteer to cover security shifts - Employees from HQ, CTA, Parole, OIG and other locations can volunteer to work in 24/7 facilities on a "long term" basis to cover security shifts. Refer to FAQs 8 and 9 for additional information.*
 - *Long term definition - at least 12 security shifts.*
 - *If someone volunteers for 12 shifts in the coming months, they are eligible. The Employee must commit to filling the 12 shifts prior to April 15, 2023 and all shifts must be worked by May 31, 2023 to receive the incentive.*
 - *Due to ICMTC program down-size on November 6, 2022, ICMTC employees will have 90 days to commit.*

6. I was redeployed and worked 12 shifts prior to this incentive plan being announced on September 21, 2022. Will my previous time count toward the 12 shift requirement?

Only shifts worked on or after the effective date of September 21, 2022 count towards the incentive.

7. I'm a new employee who was in Basic Training when the plan went into effect. Am I eligible for the incentive pay?

If you were hired and assigned to a 24/7 facility, you are eligible for the retention incentive. (Refer to FAQ 1 for incentive amount)

8. Are staff approved to cover security shifts at facilities other than their assigned location?

Yes, with approval from both Appointing Authorities.

9. If I'm not a Prison Operations employee, am I eligible to volunteer for security shift coverage?

Yes, with approval from both Appointing Authorities.

10. If I cover security shifts outside of my normal schedule, how is that tracked?

Simply record your work on your timesheet as usual and follow your facility protocol.

11. If I referred someone who got hired before this incentive plan went into effect, am I eligible for the referral incentive?

The incentive plan was approved with an effective date of September 21, 2022. If the new hire start date is after the plan effective date and all referral parameters have been met, you will be eligible for the referral incentive.

12. How many referral incentives can I earn?

There is no limit to the number of referrals employees can earn. But remember, only the first 1000 referrals will be paid.

13. What happens when there are multiple “referring employee’s” named on an applicant’s application?

Each “referring employee” named on the applicant’s application will need to submit a request for the referral incentive using the electronic form found on DOCNET within 14 calendar days of the New Employee’s onboarding date. The incentive will be split evenly between all “referring employees” who completed the necessary steps within the required timeframe. Note - the total payout, regardless of how many “referring employees” there are, will not exceed \$2,000 per new employee. See examples below:

- *Example 1: An applicant lists 4 people as a “referring employee” on their application. Each “referring employee” will need to go to DOCNET and complete the referral incentive form within 14 calendar days of the new employee’s onboarding date. Payroll will then distribute \$500 to each “referring employee” in accordance with distribution procedures.*
- *Example 2: An applicant lists 4 people as a “referring employee” on their application. Each “referring employee” will need to go to DOCNET and complete the referral incentive form within 14 calendar days of the new employee’s onboarding date. If only one employee completes both steps within the 14 calendar days, that employee will receive the full \$2,000 incentive.*

14. Who decides who gets an incentive?

The Incentive Plan for 24/7 Facility Staffing was submitted and approved by DPA and the Governor’s office; eligible employees will receive incentives as articulated in the plan.

15. Will the incentive amounts be reviewed for effectiveness?

Yes, tracking mechanisms are in place to analyze effectiveness.